

ATTACHMENT 1
GUIDELINES TO EVALUATE THE THREAT OF AN OBJECT

- Is there an explicit threat (substance need not be present)? ☐ Yes ☐ No
- Is the object suspicious for a bomb or other hazardous material, e.g., ticking, protruding wires or foil or unexplained material leaking from package? ☐ Yes ☐ No
- Does the material have a suspicious odor? ☐ Yes ☐ No
- Does the letter or package have other suspicious characteristics such as:
 - ♦ Excessive postage? ☐ Yes ☐ No
 - ♦ Handwritten or poorly typed addresses? ☐ Yes ☐ No
 - ♦ Incorrect titles? ☐ Yes ☐ No
 - ♦ Title, but no name? ☐ Yes ☐ No
 - ♦ Misspellings of common words? ☐ Yes ☐ No
 - ♦ No return address/unknown return address? ☐ Yes ☐ No
 - ♦ Excessive weight? ☐ Yes ☐ No
 - ♦ Lopsided or uneven envelope? ☐ Yes ☐ No
 - ♦ Excessive security materials (e.g., heavily taped)? ☐ Yes ☐ No
 - ♦ Visual distractions? ☐ Yes ☐ No
 - ♦ Marked with restrictive endorsements (e.g., "Personal" or "Confidential")? ☐ Yes ☐ No
- Does the letter or package have material present, whether opened or unopened (e.g., powder spilling), and:
 - ♦ Has material been confirmed by another independent party? ☐ Yes ☐ No
 - ♦ Is there a logical explanation for the letter/package or material? ☐ Yes ☐ No
 - ♦ Is the letter/package "suspicious" because:
 - It is unfamiliar? ☐ Yes ☐ No
 - It has no return address? ☐ Yes ☐ No
 - Return address is unknown to recipient or follow-up indicates return address is nonexistent or otherwise "suspicious?" ☐ Yes ☐ No